

MISSOURI'S
HOME HEALTH AIDE / HOSPICE AIDE
COMPETENCY EVALUATION

Effective 03/01/12

This Aide Competency Evaluation has been developed and approved by
the Missouri Department of Health & Senior Services
Bureau of Home Care and Rehabilitative Standards.
It replaces the previously approved evaluation.

Missouri agencies that use this competency
evaluation program, will be in compliance with both the
Medicare and state home health and hospice regulations.

The competency evaluation consists of 2 portions;

- **Written Aide Competency Exam**
- **Basic Skills Test**

Aides who have successfully passed a previous Missouri evaluation need not be re-tested.

The competency evaluation and aide training must be supervised by a designated registered nurse (RN) who possesses a minimum of 2 years of nursing experience, at least 1 year of which must be in the provision of home health care. This person is considered the qualified RN who must oversee the competency evaluation program & aide training.

The competency evaluation may be administered by other RNs than the qualified RN.

MISSOURI'S STATE
HOME HEALTH AIDE COMPETENCY EXAM

Employee's Name _____ Today's date _____

Test scored by (signature of R.N.) _____

Satisfactory _____ Unsatisfactory _____

I. Observation and Reporting

Score: ____ out of 5 correct

1. Mrs. House has a urinary catheter. She told the aide the catheter "is burning deep inside". The aide noticed the urine in the catheter drainage bag is full of mucous and some small dark red clots. The aide should:
 - A. Call 911
 - B. Change the catheter drainage bag
 - C. Tell the patient to drink lots of orange juice
 - D. Call the registered nurse supervisor to report observations and burning sensation reported by the patient

2. The aide arrived at the patient's home. The aide should **immediately** report which of the following to the registered nurse case manager:
 - A. Severe pain unrelieved by medications the patient has been taking
 - B. Lack of bowel movement for 36 hours
 - C. Patient reports feeling weaker
 - D. Spouse of patient absent from home and left patient with their teenage son

3. When the aide arrived to give a bath, symptoms of pain were observed. The patient rated the pain at "8" on a scale of 0 to 10. The patient said he could not afford the narcotic pain medication the doctor ordered. The aide should:
 - A. Give the bath and hope it helps the pain
 - B. Call the registered nurse immediately to report the pain level and lack of medication
 - C. Tell the patient to take an over-the-counter pain medication and call the nurse later if that does not work
 - D. Give the patient some of your money to help pay for the narcotic medication

4. Mr. Ellis said he felt worse today. The patient was unable to stand up to walk to the shower due to pain in the right leg and hip. Which of the following questions would be good for the aide to ask the patient just before calling the nursing supervisor?
- A. How long have you had that pain in your leg and hip
 - B. Did you take any pain medication in the last few hours
 - C. Did you fall down recently
 - D. All of the above
5. The aide should immediately report to the registered nurse supervisor when an oral temperature is above:
- A. 98.6 degrees F (Fahrenheit)
 - B. 99.0 degrees F
 - C. 96.6 degrees F
 - D. 100.4 degrees F

II. Basic Infection Control

Score: ____ out of 5 correct

1. During a bath, perineal care for a female should include:
- A. Separate labia and wash from front to back
 - B. Wash rectal area only
 - C. Wash back to front
 - D. Apply perfumed powder after washing
2. When preparing to bathe a bed-bound, incontinent patient, what is the best way to prevent infections for the patient and/or caregiver?
- A. Wear a mask
 - B. Start washing at the feet and work your way up
 - C. Wash hands before and after care and wear gloves during care
 - D. Do perineal care first
3. Bath aides should stay home (call in sick) when they have symptoms of possible contagious infection such as:
- A. Temperature of 101, nausea and vomiting
 - B. Draining wound or skin rash
 - C. Conjunctivitis (pink eye)
 - D. All of the above

4. Unless the bath aide wears gloves, he/she should avoid handling the following:
- A. Soiled or wet incontinence briefs
 - B. Dentures that the patient just spit out
 - C. A wound dressing that accidentally fell off
 - D. All of the above
5. Hand washing should be done properly to avoid germ transmission. Which of the following is a good hand washing practice?
- A. Wash hands with soap and water at least 15 seconds
 - B. Wash gloved hands instead of changing gloves between procedures
 - C. Wash hands with soap and water for a full three minutes
 - D. Use a paper towel to turn on the faucet before and after washing hands

III. Basic Elements in Body Functioning and Abnormalities

Score: ____ out of 5 correct

1. Which of the following could be signs that the patient may be confused?
- A. Unable to answer simple questions
 - B. Talking to people who aren't there
 - C. Unable to recognize family members
 - D. All of the above
2. Mrs. Smith is 87 years old and has a history of urinary tract infections. Your aide assignment is to encourage fluids. Which of these could you do?
- A. Offer to get her a glass/cup of fluids at the beginning of your visit
 - B. Before leaving patient's home, place a big glass of fresh water by her chair
 - C. Ask about her favorite drink and if possible, prepare before the end of visit
 - D. All of the above
3. A normal bowel movement pattern could include all of the following **except**:
- A. Soft, formed brown stool
 - B. Thick liquid, black tarry stool
 - C. Passing stool twice a day
 - D. Passing stool every other day

4. Mr. Jones had a history of bowel impactions. The aide should notify the nursing supervisor when:
- A. The patient has had no bowel movement for three days
 - B. The patient complains of lower abdominal pain and nausea
 - C. The patient leaks liquid, foul-smelling stool but passes no solid stool
 - D. All of the above
5. When the aide is bathing a bedbound patient the skin needs to be looked at thoroughly. To improve skin conditions and avoid skin breakdown, the aide should:
- A. Turn the patient at least every six hours
 - B. Massage the bony prominence areas vigorously
 - C. Keep skin clean and dry, free from urine and stool
 - D. Never apply moisture barrier creams

IV. Maintenance of a Clean, Safe, Healthy Environment

Score: ____ out of 5 correct

1. The aide is assigned to care for a patient who requires oxygen and has an oxygen concentrator. The aide should watch for the following oxygen equipment/supply problem that could cause fire/explosion:
- A. Nasal prongs that fall off of the nose intermittently
 - B. Low water level in the humidifier
 - C. Tubing lying on the floor
 - D. Patient or family smoking in the same room while oxygen is in use
2. The aide should do all the following to prevent a fall **except**:
- A. Encourage the patient to use a night light
 - B. Tell the patient to sit on the side of the bed for a few minutes before getting up
 - C. Hold on to the patient's shirt sleeve while they walk
 - D. Keep throw rugs and clutter out of the walking path

3. When removing the patient's dirty or wet bed linens, the aide should:
- A. Keep the linens at their waist level away from their body
 - B. Keep the linens up above the aide's waist level, held close to the chest
 - C. Throw dirty linens in the trash
 - D. Throw the linens on the floor to pick up later
4. The 75- year-old old patient lives alone. While the aide assisted the patient to walk toward the bathroom, the incontinent patient leaked urine and diarrhea stool on the dining room tile floor. The aide should:
- A. Leave it for a family member to clean up later
 - B. Cover body substances with paper towels to absorb, and then wear gloves to clean up and dispose of the paper and waste according to your agency policy
 - C. Spray the incontinence area with deodorizer or disinfectant spray
 - D. Call your supervisor
5. When assisting a weak patient to walk with a rolling walker, the best place for the aide to stand is:
- A. Six feet in front of the patient
 - B. Four feet to the side of the patient
 - C. Behind the patient and to one side, holding the gait belt
 - D. At least six feet behind the patient to observe

V. Recognizing Emergencies and Following Emergency Procedures

Score: ____ out of 5 correct

1. Mr. Roberts who is a full code attempted to cough and suddenly collapsed unconscious. The aide should:
- A. Get a cool cloth to put on his face
 - B. Call 911 and initiate CPR if trained
 - C. Run to the neighbors for help
 - D. Try to telephone a family member

2. During ambulation with a cane, Mrs. Morris suddenly lost balance and fell sideways to the floor. The patient immediately complained of pain in one hip and leg. The aide should:
- A. Ask the patient to try to sit up
 - B. Assist the patient to roll onto the non-painful side
 - C. Place a pillow under the knees until help arrives
 - D. Call the nursing supervisor immediately but do not move the patient
3. When the aide arrived to Mr. Stone's home for the first visit, a young grandson met the aide at the door. The aide immediately noticed a strong chemical/ammonia smell and the young man's behavior was not normal. The aide should:
- A. Make an excuse to go back to the car and promptly call the nursing supervisor about the unusual odors and not feeling comfortable with the grandson's behavior
 - B. Go inside to meet the patient and ask what the smell could be
 - C. Act like nothing is unusual and finish the patient's care quickly
 - D. None of the above
4. If a patient's family member lit a cigarette in the room where the patient is on oxygen, the first action of the aide would be to:
- A. Inform the family member it is unsafe to smoke around oxygen, if they continue, he/she will need to leave immediately
 - B. Ask the family member if they always smoke around the oxygen
 - C. Throw water on the cigarette and scold the family member for endangering the patient and the aide
 - D. Call 911
5. When Mr. Smith came to the door, he told the aide he just accidentally cut his wrist on a broken glass. The aide noticed the patient had blood streaming down the hand from the cut. The aide should immediately:
- A. Apply pressure to the cut with a clean cloth (such as a hand towel)
 - B. Call the nursing supervisor
 - C. Put the wrist under running water and try to see how deep the cut is
 - D. Both A and B

VI. Physical / Emotional / Developmental Needs

Score: ____out of 5 correct

1. Verbal communication with a patient who is confused can be aided by which of the following:
 - A. Tell the patient they are confused
 - B. Speak louder and use hand gestures
 - C. Speak in short, simple phrases and remain calm
 - D. Ask the patient a series of questions to determine how confused they are in comparison with the last day the aide saw the patient

2. When your patient has difficulty speaking after a stroke, communication should include:
 - A. Watching the patient for gestures or body movement signals
 - B. Giving the patient plenty of time to finish a sentence
 - C. Ask questions that only require a yes or no answer
 - D. All of the above

3. Mrs. Enloe has terminal lung cancer. Today the aide arrived to find the patient crying and irritable. The aide should:
 - A. Ask what could be done to make the patient more comfortable
 - B. Ask patient if it would be better to return a different day
 - C. Tell the patient about three other patients who were all having bad days
 - D. Both A&B

4. On the first visit to give the adult male patient a bath, he introduced his girlfriend. The aide should:
 - A. Avoid talking to the girlfriend
 - B. Wait to give the bath until the girlfriend leaves
 - C. Ask the patient if he wants the girlfriend to stay during the personal care
 - D. Assume the patient would not want the girlfriend around during care

5. A teenage patient has just been admitted to home health after major injuries from an automobile accident. The patient is now a paraplegic and is receiving therapy. The bath aide should know the patient's greatest fear may be:
- A. Loss of friends due to body image changes
 - B. Loss of independence
 - C. Loss of privacy/ modesty
 - D. All of the above

VII. Adequate Nutrition and Fluid Intake

Score: _____ out of 5 correct

1. Mr. Green, a diabetic, needs to eat a no concentrated sweets (NCS) diet. Home health staff might encourage which of the following foods for snacks?
 - A. Cake
 - B. Cookies
 - C. Orange juice
 - D. Celery and zucchini sticks with cheesy dip
2. The diabetic patient who suddenly experiences low blood sugar with symptoms of headache, dizziness, shakiness, and confusion should have which of the following immediately?
 - A. A cup of beef broth
 - B. A glass of tea
 - C. Either orange juice or regular soda
 - D. A piece of chicken or hamburger patty
3. Which of the following food groups is high in fiber?
 - A. Milk, cheese
 - B. Meat, eggs
 - C. Wheat bran, whole apples, raw vegetables
 - D. Butter, vegetable oil, mayonnaise

4. Many elderly patients tend to have age-related changes in functioning of the digestive system. Which of the following symptoms may occur?
- A. Slower intestinal movement causing constipation
 - B. More gas and bloating
 - C. Decrease in appetite
 - D. All of the above
5. Mrs. Lewis, a cancer patient, has been losing weight. Her doctor ordered a supplement to increase calorie intake. Which of the following is a good supplement?
- A. Skim milk and strawberries.
 - B. High protein milkshakes.
 - C. Tomato juice.
 - D. Coffee with milk and sugar.

MISSOURI HOME HEALTH AIDE / HOSPICE AIDE COMPETENCY EVALUATION (PART 2)

BASIC SKILLS TEST

Aide Name: _____

DIRECTIONS

1. The registered nurse must observe the aide perform ALL tasks listed below while providing care to a patient.
2. The Registered Nurse must:
 - Document specific comments regarding the task and the aide's performance
 - Identify the patient(s) each task was performed on by name or other unique identifier
 - Enter the date the aide satisfactorily completed the task
 - Sign each task observed (full legible signature)

TASK	SATISFACTORY DATE	COMMENTS	PATIENT ID (Initials)	RN SIGNATURE
1. VITAL SIGNS				
A. Temperature		Specify / observe methods used by the agency		
B. Pulse				
C. Respiration				
D. Blood Pressure				
2. BATHING				
Comment on safety, protection of privacy, water temperature, sequence of body parts, perineal care, etc.				
A. Bed Bath				
B. Sponge Bath				
C. Tub / Shower				

TASK	SATISFACTORY DATE	COMMENTS	PATIENT ID (Initials)	RN SIGNATURE
3. SHAMPOO		Initially only one method for shampoo needs to be tested to pass. If other methods are assigned, they must be observed at that time.		
A. Tub / Shower				
B. Bed				
C. Other: (specify)				
4. NAIL CARE				
A. File				
B. Clean				
5. SKIN CARE				
A. Lotion / powder				
B. Protective barrier				
6. ORAL CARE				
A. Dentures				
B. Natural Teeth				

TASK	SATISFACTORY DATE	COMMENTS	PATIENT ID (Initials)	RN SIGNATURE
7. TOILETING AND ELIMINATION				
A. Pericare				
B. Incontinence Care				
8. SAFE TRANSFER TECHNIQUE		Comment on type of transfer and use of safety measures for patient and use of safe body mechanics by aide.		
A. Patient				
B. Aide				
9. AMBULATION				
A. Walker				
B. Cane				
10. RANGE OF MOTION				
A. Active ROM				
B. Passive ROM				

TASK	SATISFACTORY DATE	COMMENTS	PATIENT ID (Initials)	RN SIGNATURE
11. POSITIONING TECHNIQUE		Comment on body alignment and pressure prevention		
A. Chair				
B. Bed				

The aide must successfully complete all above tasks to pass the Basic Skills Test. An aide is not qualified and cannot provide care independently unless all tasks have been satisfactorily completed.

Tasks in all 11 areas have been successfully completed: YES _____ NO _____

Signature of qualified RN*: _____ Date: _____

Signature of aide: _____ Date: _____

*The competency evaluation must be performed by a registered nurse. The in-service training must be supervised by a registered nurse who possesses a minimum of 2 years of nursing experience, at least 1 year of which must be in the provision of home health care. This person is considered the qualified RN and should oversee the competency evaluation program for the agency. The RN who observes the aide performing the required tasks in the home does not have to be the qualified RN.

MISSOURI HOME HEALTH AIDE/HOSPICE AIDE COMPETENCY EVALUATION

OPTIONAL SKILLS

Name of Home Health Aide or Hospice Aide: _____

The registered nurse must observe the home health or hospice aide satisfactorily perform any optional tasks before the aide can be assigned or perform these tasks. The following common tasks are optional skills that require additional training and testing.

RN must observe the aide perform optional skills tasks on a patient

Gait Belt	Foley Catheter Care	Trim Nails
Mechanical Lift (specify type)	Colostomy Care	Shave
Sliding Board	Use of Bed Pan	Compression Stockings
Wheelchair	Enema (specify type)	Home Exercise Program – established
Trapeze	Application of Simple Dressing	by therapist

Additional tasks may be assigned and tested at the discretion of the agency

OPTIONAL TASK	SATISFACTORY DATE	COMMENTS	PATIENT ID (Initials)	RN SIGNATURE

OPTIONAL TASK	SATISFACTORY DATE	COMMENTS	PATIENT ID (Initials)	RN SIGNATURE

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